

Burger King Assistant Manager Job Description

Duties and Responsibilities:

- Promote company culture and value by carrying out responsibilities with knowledge, honesty, and integrity
- Clearly communicate goals to be achieved to the shift and demonstrate how they can be realized; and make sure the shift meets its organizational and operational objectives
- Set a positive example to team members and keep restaurant operating to standard by maintaining a calm attitude during times of high volume
- Provide training to team members on how to connect with each guest, as well as maintain a friendly and positive demeanor that the team can emulate to provide outstanding service to guests
- Ensure smooth flow of operations of the restaurant by delegating responsibilities and practices to the team, with suggestions and direction from the general manager
- Ensure company operational policies and procedures are always followed, including those concerning safety and cash handling
- Adhere to established food safety guidelines for all products; and follow all product build and presentation standards in making available fresh and quality products to guests consistently
- Provide assistance to team all through the shift and engender great team work among members
- Ensure a professional, clean and polished, appearance by wearing the approved uniform
- Apply suggestive selling and up-selling tactics when opportunities present themselves to increase restaurant sales and guest satisfaction
- Periodically review restaurant operations and environment to discover areas to improve upon, and to train and direct the team on to achieve the restaurant's operational goals

- Suggest ideas to the general manager on broader areas to improve upon
- Provide assistance to the general manager on tasks management, and operational and organizational planning for the restaurant.

Burger King Assistant Manager Requirements – Skills, Knowledge, and Abilities

- Effective communication and interpersonal skills
- Strong ability to coach others; and excellent leadership, teambuilding, and supervisory skills
- Strong resource management skills to always ensure the achievement of set service levels during assigned shift
- Proven ability to ensure delivered service meets or surpasses guest expectation
- Outstanding prioritization, planning, and organization skills
- Strong ability to solve problem and handle sensitive and confidential information
- Possess open and flexible schedule
- Strong knowledge and ability to work effectively with Microsoft Office package
- Possess High School Diploma or GED, or some college program
- At least one year management experience in a fast service restaurant industry.